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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Rhode Island Department of Transportation Payroll Office

Two Capitol Hill, Rm. 248 Providence, RI 02903-1124 Phone (401) 222-6926

REQUEST TO REVISE TIMECARD

EMPLOYEE:	ACCOUNT	ACCOUNT #:	
(PRINT)			
DIVISION:	SECTION:		
DATE:	PHONE #	EXT	
CORRECTION TO TIMECAR	D FOR WEEKENDING:		
PLEASE POST THE FOLLOW	TING CHANGES:		
PROVIDE AN EXPLANATION	FOR THE REQUESTED CHANGE:		
	Employee Signat	ure:	
	Signature 1: Signature 2:		

- 1.) ATTACH A COPY OF THE ORIGINAL TIMECARD TO THIS REQUEST.
- 2.) REQUEST MUST BE SIGNED BY EMPLOYEE AND SUPERVISOR/S.
- 3.) <u>A HARD COPY</u> OF THIS REQUEST MUST BE SENT TO THE PAYROLL OFFICE. <u>NO PHONE CALLS, EMAIL OR FAX'S WILL BE ACCEPTED.</u>

ONCE PAYROLL HAS MADE THE CHANGE:

- a.) EMPLOYEE WILL RECEIVE A NOTICE IN ORACLE.
- b.) THE REVISED TIMECARD WILL BE SENT TO YOUR LOCAL TIMECARD ADMINISTRATOR.
- c.) THE REVISED TIMECARD MUST BE SIGNED BY EMPLOYEE AND SUPERVISOR/S, THEN FORWARDED TO FINANCIAL MANAGEMENT ROOM 245.